

POLICE MAJOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative and supervisory positions, the primary duty of which is the management of one of the three major divisions of the police department, including the patrol division, the criminal investigation division, or the services division. An incumbent of this class manages all operations and subordinate personnel assigned to a division. In addition to these functions, the Police Major assists in the preparation of the departmental operating budget, oversees the use and maintenance of departmental equipment and property, and assists in overseeing departmental training. Employees of this class work independently in the performance of assigned duties with work reviewed by and special assignments received directly from the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages one of the three major divisions of the police department. Recommends management policies, goals, and objectives for the division, and assists in determining how to organize the division, including deployment of personnel. Assists in the research and planning for programs and activities of the division. Conducts inspections of the activities of the division, evaluates the effectiveness of services, and takes action to correct problem areas. Studies new laws, regulations, ordinances, and court rulings to determine if changes in departmental policy or procedures are needed.

Investigates or directs complaints against department personnel and may formulate recommendations for reply on action to be taken when directed by the Police Chief. Investigates all accidents involving department equipment and personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. May interview prospective employees and makes recommendations on hiring.

Reviews incoming communications and either handles matters personally or assigns them to the appropriate subordinate for reply. Writes letters in answer to oral or written requests addressed to the police department or as required to handle needs of the police service. Answers questions from the public

about the operation of the police department or related areas of law enforcement operations.

Gathers information for and assists in the preparation of the divisional operating budget. Supervises the field management of money used by investigative staff.

Supervises subordinate department personnel in the assigned division. Holds meetings to receive reports and disseminate information. Inspects appearance of subordinates to insure compliance with departmental standards for safety and propriety. Assigns work or duty areas. Reviews reports written by subordinates and evaluates their work performance. Provides assistance to subordinates in technical areas of work. Resolves employee complaints and grievances. Maintains discipline among assigned employees.

Assists in developing a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for on-the-job training for department members.

Oversees the general care and maintenance of department equipment, vehicles, and property. Checks equipment on a regular basis to insure that this is in correct operating condition. Locates repair services and arranges for repairs. Inspects equipment or property following repairs to see that these were properly accomplished.

Meets with sales representatives to review products and makes recommendations on purchasing. May assist in preparation of specifications on new department equipment.

Assists the Police Chief in overseeing all law enforcement operations of the department, including patrol functions, traffic control and traffic accident investigation, criminal investigations, special tactical operations, and handling of juveniles.

May respond to and take command of major operations or emergencies involving divisional operations; coordinates divisional activities with those of other police department units, with other city departments, and with other law enforcement agencies.

Acts in the Police Chief's absence when assigned.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must be a regular employee in good standing in the rank of Police Captain.

Must, if employed after October 18, 1989, show evidence of successful completion of sixty-nine (69) hours of bonafide college level courses required by an accredited curriculum in order to be promoted to the rank of Police Major.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

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